

Job Summary:

Provide necessary labor, repairs and painting associated with the continual maintenance needed to cottages, apartments, common area buildings and real properties; provide maintenance-related services and projects as needed or directed by the Director of Buildings and Grounds or his assignees, for Cooperative known as Londonderry.

Job Duties/Responsibilities:

- Consistently displays professionalism when greeting and communicating with residents, employees and visitors
- Ability to successfully repair and paint designated and assigned areas throughout the community, which will include all common areas and may from time to time include designated areas within a specified unit
- Ability to install, operate, repair and maintain cottages, apartments and common area buildings with regard to plumbing, electrical, heating and air conditioning, reset circuit breakers, signal and alarm systems and wiring.
- Ability to provide trimming and pruning of all Cooperative real properties.
- Ability to assist in the scheduling of maintenance of all Cooperative buildings and grounds, up to and including trash collection, ponds and ponds areas and snow and ice removal throughout the winter months, which would include being on call on weekends in the winter months or as designated by the department manager.
- Ability to move furniture, supplies, equipment in and around cottages, apartments, common area buildings and all buildings associated with the Cooperative.
- Ability to troubleshoot problems with residents.
- Meets deadlines accordingly.
- Ability to provide unscheduled emergency repairs.
- Actively participate in the refurbishing of units.
- Can coordinate when needed, with established vendors for pickup and/or delivery of items needed to complete renovations/repairs to Cooperative buildings.
- Can work with minimal supervision.
- Pitches in to cover shortages within the department and takes initiative in assisting with problem solving.
- Attends all departmental or corporate mandatory in service meetings.
- Compliance with OSHA and Health rules.
- Follows all departmental and company policies, whether written or oral.
- Performs duties and follows directions of the department manager and manager on call on weekends and holidays.
- Performs any and all other duties as assigned.